

Interagency Fire Program Management Qualifications Standards and Guide

Implementation Plan 2004 to 2009

BACKGROUND

Studies of wildland fire incidents for a number of years highlighted the fact that more stringent, uniform qualification standards were needed for certain fire management positions to assure firefighter safety. The *1995 Federal Wildland Fire Policy and Program Review*, signed by the Secretaries of Agriculture and Interior, directed federal wildland fire agencies to establish fire management qualifications standards to improve firefighter safety and increase the level of skill and competence in fire management programs. An Interagency Fire Program Management Qualifications Task Group was established to develop these qualification standards.

The resulting *Interagency Fire Program Management Qualification Standards and Guide (IFPM Standard)* was approved by the Federal Fire and Aviation Leadership Council (FFALC) in January 2000. In August 2002 the Supplemental Qualification Standard for the GS-0401 Fire Management Specialist was approved for use by the Office of Personnel Management (OPM). In June 2004 Dale Bosworth, Chief, United States Department of Agriculture Forest Service (USDA-FS) and Department of Interior (DOI) Assistant Secretary P. Lynn Scarlett issued memorandums establishing October 1, 2004 as the date to officially begin implementing the *IFPM Standard*.

The National Fire and Aviation Executive Board (NFAEB), which replaced FFALC, through the Federal Fire Training Task Group (FFTTG) chartered an interagency IFPM Implementation Team consisting of human resources, training and fire management personnel to develop and distribute an implementation plan.

This implementation plan and supporting documents are to be used as a guide during the implementation of the *IFPM Standard*.

SCOPE

Full implementation of this plan will require the cooperation of fire program managers, supervisors, affected employees and human resources (HR) specialists at all levels in both the Forest Service and DOI Bureaus.

The *IFPM Standard* is a guide for developing future fire managers.

COMMUNICATIONS

The *IFPM Standard* has broad impact across all agencies and bureaus and across all levels of the fire community. The *IFPM Standard* and related documentation on the implementation process can be found on the Internet at: <http://ifpm.nifc.gov>.

- **Training:** Established training networks through the Geographic Area Training Representatives will be utilized to disseminate information.
- **Fire Management:** Established networks through geographic and state fire management officers will be utilized to disseminate information.
- **Human Resources:** The human resources community has established an interagency network with bureau/agency IFPM Human Resources representatives to ensure standard interpretation and processing.

FUNDING

It is the responsibility of each bureau or agency to ensure **every** employee affected by the *IFPM Standard* meets the minimum qualification standards by October 1, 2009. This includes paying for training and associated costs as well as providing employees with work time to complete the training.

LABOR/EMPLOYEE RELATIONS

Bureaus will meet their labor-management obligations, as appropriate, with unions representing bargaining unit employees who may be impacted by the implementation of this plan according to the provisions of their respective contracts or as otherwise appropriate.

STANDING BOARDS

Two standing boards, the 401 Education/Training Assessment Board and the IFPM Resolutions Board, have been established per the Interagency Fire Program Management Qualifications Standards and Guide White Paper (White Paper).

The IFPM Resolutions Board has been established to address the “Rare Occasions” clause of the OPM standards. This board is comprised of human resources and fire management personnel from the department level and one representative from the Fire Directors.

The GS-0401 Education/Training Assessment Board is responsible for reviewing non-college courses to determine if they meet the intent of the Supplemental Standards for the GS-0401 Fire Management Specialist and to designate the number of credit hours per course. This board is also responsible for revisions and updates to the *IFPM Standard*. The board is comprised of

training, human resources, fire management specialists, and subject matter experts from colleges and universities.

Protocols have been developed for each of these standing boards and can be found in Appendix A.

Appendix A:

- *IFPM Resolutions Board Operating Procedures*
- *GS-0401 Education/Training Assessment Board Operating Procedures*

MINIMUM QUALIFICATION STANDARDS AND COMPETENCY TRACKING

Members of the IFPM Implementation Team are working with the Incident Qualifications and Certification System (IQCS) Project Team to incorporate the 14 key positions and their minimum qualifications standards and competencies into IQCS. IQCS is the interagency system of record for the management of National Wildfire Coordinating Group (NWCG) Incident Management Qualifications. This will provide fire managers and human resources specialists with a standard tracking system for the *IFPM Standard*.

The IQCS Project Team is drafting a design document and time frame. As more information becomes available it will be posted on the *IFPM Standard* website at: <http://ifpm.nifc.gov>.

IFPM STANDARD

The *IFPM Standard* consists of:

1. Key fire management positions
2. Rating guide for evaluating fire program complexity
3. Minimum qualification standards
4. Competencies for key fire management positions

1. Key Fire Management Positions

The *IFPM Standard* identifies 14 key fire management positions common to the five federal wildland fire management agencies. Generic position titles are used as some agencies designate different titles for the same positions.

The 14 key positions are:

- Interagency Hotshot Crew (IHC) Superintendent (technical)
- Helicopter Manager (technical)
- Senior Firefighter (technical)
- Engine Module Supervisor (technical)
- Supervisory Fire Engine Operator (technical)

- Initial Attack Dispatcher (technical)
- Initial Attack Lead Dispatcher/Assistant Center Manager (technical)
- Wildland Fire Operations Specialist (professional or technical)
- Prescribed Fire and Fuels Specialist (professional or technical)
- Prevention and Education Specialist (professional or technical)
- Center Manager (professional or technical)
- Unit Fire Program Manager (professional)
- Geographic Fire Program Manager (professional)
- National Fire Program Manager (professional)

Positions annotated **professional or technical** may be established as professional or technical at the GS-9 level and below depending upon whether professional or technical knowledge is required, the organizational structure exists, and the competency is met as established in the rating guide.

All IFPM fire positions classifiable at GS-11 and above are professional positions based on the required competencies and job complexity. However, until October 1, 2009, positions annotated professional or technical can be classified and filled as professional or technical at the GS-11 level. Effective no later than October 1, 2009, those positions can only be classified and filled as professional.

For purposes of this implementation plan, at the program management level a **unit** is considered to be:

- Bureau of Indian Affairs - Tribe/Agency
- Bureau of Land Management - District/Field Office
- Fish and Wildlife Service - Refuge or Zone
- National Park Service - Park or Area
- Forest Service - Forest/District or Zone

and a **geographic area** is considered to be:

- Forest Service, Fish and Wildlife Service, National Park Service - Regional
- Bureau of Land Management - State
- Bureau of Indian Affairs - Region

2. Rating Guide for Evaluating Fire Program Complexity

The complexity analysis is used to determine the overall complexity of a fire management program at the **unit** level. A rating of low, moderate or high is assigned. The series, grade and competency level of the key fire management positions is tied directly to the complexity rating.

3. Minimum Qualification Standards

The minimum qualification standards consist of four components:

- a. OPM Qualification Standard Requirements
- b. Specialized Experience Requirements
- c. NWCG Incident Management Qualifications*
- d. Additional Required Training

Encumbered Key Fire Management Positions:

To be considered fully qualified for the position in question, an incumbent must meet **all** of the minimum qualification standards as outlined in the *IFPM Standard* **by October 1, 2009***.

Vacant Key Fire Management Positions:

Applicants will have until October 1, 2009 to meet the NWCG Incident Management Qualifications and Additional Required Training for their position as outlined in the IFPM Standard. All OPM requirements must be met at the time of hire.*

Positions concurrently advertised as Professional (GS-0401) and Technical (GS-455/462):

A person hired as a Professional (GS-0401) must meet the OPM Qualification Standard for the GS-0401 at the time they are placed into the position. That person will have until October 1, 2009 to meet the NWCG Incident Management Qualifications and the Additional Required Training.*

A person hired as a Technician (GS-455/462) must meet the OPM Qualification Standard for the technical position at the time they are placed into the position. They must also meet the Specialized Experience outlined in the IFPM Standard. They will have until October 1, 2009 to meet the NWCG Incident Management Qualifications and Additional Required Training for their position as outlined in the IFPM Standard. Individuals who are placed in key IFPM fire management positions as GS-11 technicians during this implementation period, must meet the IFPM qualifications for the GS-0401 by October 1, 2009.*

Multi-Grade (developmental) Positions:

For multi-grade announcements for either technical or professional positions, the NWCG Incident Management Qualifications and Additional Required Training will be the full performance level (FPL) qualifications as outlined in the IFPM Standard. For those positions announced as multi-grade, the hiring official has the option to hire either at FPL or less. If an applicant is hired at less than FPL, they will be placed into the lower grade under an existing position description (PD) and can be promoted when OPM requirements are met. However, this individual must meet the NWCG Incident Management Qualifications and Additional Required Training for their IFPM position by October 1, 2009.

* Note: Until October 1, 2009, only two of any three specified **non-currency** NWCG position requirements must be met. If only two non-currency NWCG positions are required, both must

be met. This is true for both technical and professional positions whether encumbered or filled as vacancies.

4. Competencies for Key Fire Management Positions

Competencies constitute the requisite knowledge, skills and abilities which, when acquired, allow a person to perform a task or function at a defined level of proficiency. The *IFPM Standard* identifies both **position-specific** and **common competencies**.

The employee will have three (3) years from the time he/she meets the minimum qualifications standards, as outlined in the IFPM Standard, for the position to acquire all required competencies. It is intended that the employee achieve all indicated competencies before being considered at a full performance level. For further guidance, refer to *Assess Employee Development Needs*, Step 5 of the Implementation Process in this plan.

RECRUITMENT AND STAFFING FOR IFPM POSITIONS

These procedures will be followed beginning October 1, 2004 when recruiting for vacant positions:

1. Receive Request to Fill Vacancy

Upon receiving a request to fill a vacancy, the human resources specialist will consult with fire management to determine how recruitment will take place and whether or not the position will be advertised concurrently as GS-0401 and GS-0455 or GS-0462.

Advertising Concurrently (Professional and Technical):

Positions annotated **professional or technical** may be established as professional or technical at the GS-9 level and below depending upon whether professional or technical knowledge is required, the organizational structure exists, and the competency is met as established in the rating guide.

All IFPM fire positions classifiable at GS-11 and above are professional positions based on the required competencies and job complexity. However, until October 1, 2009, positions annotated professional or technical can be classified and filled as **professional or technical** at the GS-11 level. Effective no later than October 1, 2009, those positions can only be classified and filled as professional.

2. Build Vacancy Announcements

A. Qualification Information

For each of the 14 key fire management positions, the *IFPM Standard* contains the required minimum qualifications for the GS-0401, GS-0455 and GS-0462 positions. The language in

the vacancy announcements will be taken from the *IFPM Standard*. The minimum qualifications that must be identified on the vacancy announcement are:

- Basic Requirements for GS-0455, GS-0462 or GS-0401 positions,
- Specialized Experience*,
- NWCG Incident Management Qualifications**, and
- Additional Required Training**.

Note: The human resources specialist must use the appropriate minimum qualification standards as identified in the *IFPM Standard* for those positions where **unit complexity** is a factor (i.e., Wildland Fire Operations Specialist, Prescribed Fire and Fuels Specialist, Fire Prevention and Education Specialist, Center Manager and Unit Fire Program Manager). Refer to the *Unit Position Identification Worksheet* in Appendix D for the unit complexity rating.

*The *IFPM Standard* does not address the substitution of education for specialized experience. Refer to the Group Coverage Qualification Standard for Professional and Scientific Positions and Group Coverage Qualification Standard for Technical and Medical Support Positions in the *OPM Operating Manual for Qualification Standards for General Schedule Positions*.

** NWCG Incident Management Qualifications and Additional Required Training are Selective Factors. Example:

Position:	Senior Firefighter
Selective Factors:	Incident Commander Type 5 (ICT5) (Currency Required); Firefighter, Type 1 (FFT1) or Helicopter Crew Member (HECM), as appropriate (Currency Required); S-290 “Intermediate Fire Behavior”

B. Task Statements/Knowledge, Skills, and Abilities (KSAs)

Each agency will determine the appropriate applicant assessment tools (e.g., task statements or KSAs). These may be included in the vacancy announcement or in an on-line questionnaire.

C. Standard Statements

All additional standard statements relative to advertising a vacancy announcement or recruitment notice (e.g., area of consideration, description of duties, firefighter retirement coverage, minimum entry age, physical requirements and/or medical standards, etc.) should be included.

D. Required Language

When advertising an IFPM key fire management position concurrently as technical and professional, include one of the following statements:

- Language required on Technical and Professional Concurrent Announcements:

“This position has been identified to be transitioned to the GS-0401 Fire Management Specialist. This is a key fire management position under the Interagency Fire Program Management Standard. This position is being advertised concurrently as professional (GS-0401) and technical (*enter either GS-0455 or GS-0462*) with (*enter concurrent vacancy announcement number here*).”

- Language required on the Technical Vacancy Announcement that is being advertised concurrently with the Professional Vacancy Announcement.

“There is a condition of employment/appointment for this position. Selectee has until October 1, 2009 to meet the basic requirements of the Supplemental Qualification Standard for the GS-0401 Fire Management Specialist. The basic requirements for the GS-0401 Fire Management Specialist can be found under (*enter GS-0401 vacancy announcement number*). Selectees who do not meet the requirements by October 1, 2009 will be removed from the position.”

- *Optional:* Agencies can require the applicant to submit transcripts along with the application. The language for this is below:

“This position will be transitioned to the GS-0401 Fire Management Specialist. If you are applying for a GS-0401 position and are not currently in a professional position in the GS-0400 series you are required to submit a copy of your official college transcripts, or a list of your completed Technical Fire Management modules and your IQCS Individual Master Report (which shows all training completed).”

3. Qualify/Evaluate Applicants

For positions advertised as GS-0401, the human resources specialist will qualify applicants using the *HR Qualification Checklist/Worksheet* in Appendix D of the IFPM Standard Implementation Process (below). If using concurrent vacancy announcements, the checklist/worksheet may be used to evaluate the GS-0455/GS-0462 applicants in the event they are selected for the position.

4. Selection of a Technician

If a technician is selected (when advertising concurrently), the following steps will be taken:

- a. Send the *Conditions of Employment* statement (in Appendix E) with the offer letter.

- b. The human resources specialist will determine GS-0401 qualifications based upon the application and the *HR Qualification Checklist/Worksheet* in Appendix D.
- c. Refer to Step 4, *Notification of Qualifications Status*, in the IFPM Standard Implementation Process (below) for further guidance.

5. Temporary Employees and Student Temporary Employment Program (STEP)

Employees will **not** be treated as incumbents. Prior to entry on duty, rehires must meet the *IFPM Standard* selective factors (NWCG Incident Management Qualifications, and Additional Required Training).

6. Student Career Experience Program (SCEP) Employees will be treated as incumbents. Refer to Step 2 of the IFPM Implementation Plan for further guidance.

IFPM STANDARD IMPLEMENTATION PROCESS

The following steps are to be used for the implementation of the *IFPM Standard*:

Note: Steps 1, 2 and 3 may be completed concurrently for positions that are not affected by unit complexity. Positions affected by unit complexity (Wildland Fire Operations Specialist, Prescribed Fire and Fuels Specialist, Fire Prevention and Education Specialist, Center Manager, and Unit Fire Program Manager) require that the steps be followed in the order provided.

Step 1: Complexity Analysis

The complexity analysis will be conducted at the **unit** level, and the results will then be reviewed at the **regional** or **state** level. Once the review is complete the final complexity ratings will be transmitted to the servicing human resources office for each unit, and to their bureau or agency fire director for an interagency peer review.

Specific instructions have been developed for the Bureau of Land Management, Fish and Wildlife Service, National Park Service and USDA Forest Service to aid in the application of the complexity analysis. These can be found in Appendix B.

The Complexity Analysis Guide helps clarify the Complexity Descriptors in the *IFPM Standard* Complexity Analysis. All bureaus or agencies should use this guide in the application of the complexity analysis.

Request for Information: Final complexity ratings will be compiled by the regional or state fire management officer and transmitted to each bureau or agency fire director by February 15, 2005.

Appendix B:

- *Bureau of Land Management: Fire Program Complexity Analysis Instructions*
- *National Park Service: Fire Program Complexity Analysis Instructions*
- *Fish and Wildlife Service: Fire Program Complexity Analysis Instructions*
- *USDA Forest Service: Fire Program Complexity Analysis Instructions*
- *Complexity Analysis Guide*

Step 2: Position Identification

Once the complexity has been determined, fire management must review each position within the fire organization to determine positions that are affected by the *IFPM Standard*. The positions include encumbered as well as vacant positions that are listed in the unit fire plan (e.g., table of organization/work chart). Most of the analysis has been completed in advance in the *Standard Position Description Crosswalk*. This is not an all-inclusive list. For those positions identified in the crosswalk the employee and his/her supervisor will complete and submit an

incumbent declaration to the servicing human resources office. Further guidance for evaluation of positions can be found in the *Position Identification Process* in Appendix C.

Special Note Concerning Standard Position Descriptions (SPDs): Department of the Interior (DOI) and Forest Service (FS) policy dictate mandatory use of the key fire management SPDs that were developed by an interagency team of human resources and fire management personnel. *However, in order to facilitate the approved IFPM implementation qualifications timetable/deadline (i.e., October 1, 2009), in certain situations, use of some SPDs must be delayed until certain individuals attain full IFPM qualifications. At that time, use of the appropriate SPD will be mandatory; the employee will then be reassigned to the SPD.*

The team did not develop SPDs for Helicopter Manager, Geographic Area Fire Program Manager, National Fire Program Manager, and several other unique positions such as Engine Module Supervisor, GS-08. In these instances, agencies will continue to use their own position descriptions to cover this work. If a unit fire program manager believes that an existing key fire management SPD is inadequate, the manager must follow established DOI and FS procedures to request an exception to this policy.

Using the IFPM Standard Position Descriptions will alleviate confusion over whether the IFPM requirements apply to the position, standardize position descriptions across agencies, relieve managers of the burden of creating new position descriptions, and make it easier for employees to understand the requirements in the next step of their career ladder.

Request for Information: Final positions and the number of employees in those positions will be drafted by the unit fire management officer, compiled by the regional or state fire management officer and transmitted to each bureau or agency fire director.

Appendix C:

- *Position Identification Process*
- *Unit Position Identification Worksheet*
- *Incumbent Declaration for GS-0401 Fire Management Specialist*
- *Incumbent Declaration for GS-0455/GS-0462*
- *Standard Position Description Crosswalk*

Step 3: Determination of Qualifications

The human resources office will review qualifications for incumbents identified in the *Unit Position Identification Worksheet* (Step 2) submitted by fire managers against the requirements in the *IFPM Standard*. These processes can be found in *Determination of Qualifications Process* in Appendix D.

For guidance on advertising and filling vacant positions refer to the *Recruitment and Staffing for IFPM Positions* section of this plan.

For employees who wish to gauge their qualifications for the GS-0401 Fire Management Specialist, a self-assessment tool is available on-line at: <http://ifpm.nifc.gov>.

Appendix D:

- *Determination of Qualifications Process*
- *HR Qualification Checklist/Worksheet*
- *Procedures for Implementing the GS-0401 Supplemental Qualification*

Step 4: Notification of Qualification Status

The human resources specialist will notify the employee in writing with regard to his/her qualifications. Guidance on this process can be found in Appendix E: *Notification of Qualification Status Process*.

Appendix E:

- *Notification of Qualification Status Process*
- *Incumbent Memo: Transition to GS-0401 (Qualified)*
- *Incumbent Memo: Transition to GS-0401 (Not Qualified)*
- *Incumbent Memo: Existing GS-0401 (Qualified)*
- *Incumbent Memo: Existing GS-0401 (Not Qualified)*
- *Incumbent Memo: GS-0455/GS-0462 (Qualified)*
- *Incumbent Memo: GS-0455/GS-0462 (Not Qualified)*
- *IFPM Employee Agreement*
- *IFPM Conditions of Employment*

Step 5: Assess Employee Development Needs

The fire program manager must assess the employee's training and development needs to meet minimum qualification standards for incumbents of positions affected by the *IFPM Standard*. The *HR Qualification Checklist/Worksheet* from the human resources office and the *NWCG Fire Training and Incident Qualifications Worksheet* (available on the Internet at: <http://ifpm.nifc.gov>) should be used in this process. Employee development includes training and on the job experience which could be fulfilled by coaching, mentoring, details or special assignments.

Request for Information: Information on the training and development needs of affected employees will be drafted by the unit fire training officer, compiled by the regional or state fire training officer, and transmitted to each bureau or agency national fire training officer. This includes training, mentoring, details, special assignments, and related costs. In addition, information on the impacts of these training and development needs on productivity and other related consequences will be transmitted to each bureau or agency fire director.

Step 6: Initiate Individual Development Plans

Once an employee's training and development needs have been assessed in Step 5, the employee and supervisor **must** develop and initiate an Individual Development Plan (IDP) based on that assessment. The employee and supervisor should use the *HR Qualification Checklist/Worksheet* (if applicable) and the *NWCG Fire Training and Incident Qualifications Worksheet* to develop the IDP. An IDP template is provided in Appendix F.

Note: It is strongly suggested that during the IDP process consideration be given to the IFPM competencies, both common and position specific, when identifying developmental opportunities. Refer to the *Competency Assessment* section below for further guidance.

Appendix F:

- *Individual Development Plan (IDP) Template*

Step 7: Employee Monitoring

Employee monitoring is completed during the employee performance evaluation review.

Request for Information: Progress reports on implementation activities will be drafted by the unit fire management officer, compiled by the regional or state fire management officer and transmitted to each bureau or agency fire director. This includes information on employees who:

- have successfully met the minimum qualification standards.
- have chosen not to participate.
- have been unable to acquire training and development opportunities.

Step 8: Evaluation of Incumbent for Transition to New Position Description

Once an incumbent meets the minimum qualification standards for his/her position it is the responsibility of the employee and his/her supervisor to complete and submit an Incumbent Declaration to the servicing human resources office before October 1, 2009. **Refer to Step 3, Determination of Qualifications, for further guidance.**

Note: If the employee is unable to meet the minimum qualification standards for his/her position, fire management is responsible for notifying the human resources specialist as soon as it becomes apparent that the employee will not meet the minimum qualification standards. Refer to Step 9.

Step 9: Removal from Current Position

The employee will be removed from his/her position if:

- The employee fails to complete requirement(s) outlined in the *IFPM Standard* by October 1, 2009.

- The employee declines the opportunity or fails to actively pursue requirement(s) outlined in the *IFPM Standard*.

The agency will consider all possible options for continuation of employment if the employee fails to meet the requirement(s) for his/her current position. Refer to your agency human resources office for policy and guidance.

Request for Information: A final report on the number of employees by position who have not met the minimum qualification standards for their position will be drafted by the unit fire management officer, compiled by the regional or state fire management officer and transmitted to each bureau or agency fire director by October 1, 2009.

COMPETENCY ASSESSMENT

All employees affected by the *IFPM Standard* must be evaluated on the common and position-specific competencies they possess. **The employee will have three (3) years from the time he/she meets the minimum qualifications standards for the position to acquire all required competencies.** Competencies can be obtained at the same time an employee is working toward meeting the minimum qualification standards.

Competencies are described in terms of three expertise levels (working, journey, and expert). The appropriate level of expertise for a particular competency is indicated under the relevant level of complexity as determined by the unit complexity analysis. If there is no associated complexity level for a particular position, the expert level is recommended for each of the competencies.

All competencies will be tracked using a competency taskbook. It is the responsibility of the employee's supervisor to initiate the taskbook in IQCS.

Competency Taskbooks and Planning Tools for each of the 14 key positions can be found on the *IFPM Standard* website at: <http://ifpm.nifc.gov>. The planning tools describe some of the developmental activities an employee can use to achieve the requisite competencies for his/her position. These planning tools should be used during the IDP development process outlined in Step 6, and evaluated during the Performance Evaluation Process.

IFPM Standard Implementation Time Table

Implementation Begins October 1, 2004 and will be completed by October 1, 2009

Task	Start Date	Due Date	Responsible Party(s)	IFPM Implementation Plan Appendix
Complexity Analysis:				
Unit level complexity analysis (Refer to Step 1 in the IFPM Standard Implementation Process)	10/1/04	12/1/04	Unit Fire Program Manager	Appendix B
Review of complexity analysis at geographic or state level; transmit final rating to servicing human resources office for each unit	12/1/04	1/30/05	Geographic or State Fire Program Manager	Appendix B
<i>Request for Information:</i> Final complexity ratings will be compiled by the regional or state fire management officer and transmitted to each bureau or agency fire director.	1/30/05	2/15/05	Geographic or State Fire Program Manager	
Position Identification:				
Crosswalk unit fire positions not tied to complexity analysis. (Refer to Step 2 in the IFPM Standard Implementation Process)	10/1/04	11/30/04	Unit Fire Program Manager	Appendix C
Human Resources will evaluate all positions not tied to the complexity analysis and sends out qualification letters to employees and their supervisors. (Refer to Step 3 & 4 in the IFPM Implementation Process)	11/30/04	12/30/04	Human Resources Specialist	Appendix D & E
Cross-walk unit fire positions tied to complexity analysis. (Refer to Step 2 in the IFPM Standard Implementation Process)	1/30/05	2/15/05	Unit Fire Program Manager	Appendix C
Human Resources will evaluate remaining positions and send out qualification letter to employees and their supervisors. (Refer to Step 3 & 4 in the IFPM Standard Implementation Process)	2/15/05	3/15/05	Human Resources Specialist	Appendix D & E
<i>Request for Information:</i> Final positions and number of employees in those positions will be drafted by the unit fire management officer, compiled by the regional or state fire management officer and transmitted to each bureau or agency fire director.	3/15/05	4/15/05	Unit and Geographic or State Fire Program Manager	
Assess Employee Development Needs:				
Each employee affected by the IFPM Standard will be assessed for training and development needs to meet the qualifications for their position. (Refer to Step 5 in the IFPM Standard Implementation Process)	11/30/04	6/30/05	Unit Fire Manager or employee's direct supervisor	Planning Tools available at: http://ifpm.nifc.gov

<i>Request for Information:</i> Information on the training and development needs of employees will be compiled and transmitted to each bureau or agency national fire training officer. (Refer to Step 5 in the IFPM Standard Implementation Process)			Unit and Geographic Training Officer	This information will be compiled and transmitted annually by October 1.
Initiate Individual Development Plan (IDP):				
Supervisors of employees affected by the IFPM Standard will initiate an IDP for his/her employees. (Refer to Step 6 in the IFPM Standard Implementation Process)	11/30/04	6/30/05	Unit Fire Manager or employee's direct supervisor	Appendix F
Employee Monitoring				
<i>Request for Information:</i> Progress reports on implementation activities will be drafted by the unit fire management officer, compiled by the regional or state fire management officer and transmitted to each bureau or agency fire director. (Refer to Step 7 of the IFPM Standard Implementation Process)			Unit and Geographic or State Fire Program Manager	This information will be compiled and transmitted annually by October 1.
Removal from Current Position				
<i>Request for Information:</i> A final report on number of employees by position who have not met the minimum qualification standards for their position will be drafted by the unit fire management officer, compiled by the regional or state fire management officer and transmitted to each bureau or agency fire director.			Unit and Geographic or State Fire Program Manager	This report will be compiled and transmitted by October 1, 2009.

APPENDICES

Appendix A: Standing Boards

- IFPM Resolutions Board Operating Procedures
- GS-401 Education/Training Assessment Board Operating Procedures

Appendix B: Complexity Analysis

- Bureau of Land Management: Fire Program Complexity Analysis Instructions
- National Park Service: Fire Program Complexity Analysis Instructions
- Fish and Wildlife Service: Fire Program Complexity Analysis Instructions
- USDA Forest Service: Fire Program Complexity Analysis Instructions
- Complexity Analysis Guide

Appendix C: Position Identification

- Position Identification Process
- Unit Position Identification Worksheet
- Incumbent Declaration for GS-0401 Fire Management Specialist
- Incumbent Declaration for GS-0455/GS-0462
- Standard Position Description Crosswalk

Appendix D: Determination of Qualifications

- Determination of Qualifications Process
- HR Qualification Checklist/Worksheet
- Procedures for Implementing the GS-0401 Supplemental Qualification

Appendix E: Notification of Qualification Status

- Notification of Qualification Status Process
- Incumbent Memo: Transition to GS-0401 (Qualified)
- Incumbent Memo: Transition to GS-0401 (Not Qualified)
- Incumbent Memo: Existing GS-0401 (Qualified)
- Incumbent Memo: Existing GS-0401 (Not Qualified)
- Incumbent Memo: GS-0455/GS-0462 (Qualified)
- Incumbent Memo: GS-0455/GS-0462 (Not Qualified)
- IFPM Employee Agreement
- IFPM Conditions of Employment
- Condition of Employment Agreement Template (New Hires)

Appendix F: Individual Development Plan (IDP)

- Individual Development Plan (IDP) Template